

keeping

General Services Administration



To help conserve America's precious energy supply, President Carter has urged that the federal government, the nation's largest single energy consumer, use minimum cooling in its buildings this summer.

But, there's no reason to be hot under the collar. Just think twice when you're dressing for work and after you arrive. These hints should be helpful in keeping yourself and your surroundings as comfortable as possible.

### **Yourself**

Wear loose, informal clothing made of fabrics, such as open-weave cottons, that "breathe." The fewer and lighter the clothing layers, the cooler you will feel. For example, taking off a suit jacket or coat can make you feel three degrees cooler. Unbutton your collar and you can subtract a degree; wear a short-sleeve shirt and take away two degrees.

**Men:** Take off your coat or jacket and necktie and unbutton your collar whenever possible. In an office with little public contact, wear a short-sleeve sports shirt and lightweight slacks.

**Women:** In an informal office, your best choice for coolness would be a loose dress or skirt and blouse, sandals, and no hose. Next in coolness would be a loose blouse and slacks with sandals and no hose. In a more formal setting, your best choice would be a dress with hose.

Take it easy and stay cool on the way to work and when you go out to lunch. Once you are overheated from rushing, you may be uncomfortable the rest of the day.

### **Your Office**

Keep out sunlight by pulling down blinds and drawing drapes. Sunlight raises room temperature many degrees in a few minutes.

When the air-conditioning is on, keep your windows closed so you cool the office, not the outdoors.

Be sure air vents in your office are open, set for cooling, and free of boxes, books, and papers that could block air flow. Also check that a desk or bookcase isn't in front of a vent hindering air circulation through the room or area. If no air comes through the vents in your office, call the building manager.

Open doors to halls and other offices to encourage air flow. Moving air makes you feel cooler.

Turn off anything you can that gives off heat. Examples are lights, typewriters and calculators, and the office coffee pot.

### **Your Special Problems**

A few spaces may be uncomfortable in the morning or afternoon when they receive direct sunlight.

If you've followed all the cooling hints above and still feel uncomfortable, call the building energy monitor and explain your problem. The monitor's name and telephone number are posted in the lobby. Write them below and save this card so they will be handy if you need them.

#### **Energy monitor:**

**Name** \_\_\_\_\_

**Telephone** \_\_\_\_\_